Program Policy and Communications Assistant for Financial Literacy Outreach (Intern)

VIRTUAL STUDENT FEDERAL SERVICE

V S F S

Project Title	Program Policy and Communications Assistant for Financial Literacy Outreach (Intern)
Project Summary	Do you have a passion for implementing strategies that seek to improve the lives of Americans nationwide? Are you organized and enjoy thinking critically about how to solve complex problems? We are looking for a Program Policy and Communications Intern to join our team at the NCUA.
Country	United States
Country/Region of Focus	United States

Project Description

You will analyze internal and external data and national consumer trends to develop and manage an editorial calendar of financial literacy and consumer financial protection content and information. This calendar will be used to guide program activity that has the potential to reach millions of consumers nationwide.

You will assist with facilitating critical agency relationships with federal agencies, non-profits and other stakeholders. You will also analyze existing outreach program polices and advise the office on improvements based on research and best practice findings.

You will identify and create a system to track credit union best practices and approaches in the area of financial literacy and financial inclusion.

You will develop memos, policy documents or reports for use in advancing the financial literacy and outreach program priorities.

Required Skills or Interests

Skill(s)
Analytical writing
Data analysis

Data visualization

Editing and proofreading

Infographic design

Research

Additional Information

Qualifications

- Working towards a BA, certificate, or higher degree in a related field (e.g. public administration, public policy, communications, marketing, business administration)
- Proficiency in Microsoft Office programs
- Must be a team player and flourish in a fast-paced, deadline-oriented environment

Please state your availability (start and end date) and the number of hours per week you can work in your application.

Language Requirements

None